

Job Title:	<b>Wastewater Inspection &amp; Rehabilitation Supervisor</b>
Job Description Number:	<b>1027</b>
Department/Division:	<b>Public Works/Wastewater</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>212</b>
Immediate Supervisor:	<b>Assistant City Engineer (Wastewater)</b>
Normal Work Schedule:	<b>4 days/week, 10 hours/day</b>

**Brief Description of the Job:**

Supervise the inspection and rehabilitation of the wastewater system for problems such as inflow and infiltration. Perform video inspections, smoke tests, and dye tests to check other leaks and private problems. This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment, and materials related to the wastewater system. Under the direction of the Assistant City Engineer-Wastewater, plan, direct, and supervise a variety of specialized duties in the rehabbing, repairing, and monitoring of the wastewater system. Train, assign, supervise, and evaluate the work of assigned employees. Ensure work projects are completed according to specifications and timelines. Act as representative of the Wastewater division with internal and external agencies. Supervisor for the Public Works after hour on-call program and dispatcher for inclement weather (snow and ice.)

**Essential Functions:**

**Administrative Duties (40%):** Plan, schedule, supervise, and direct the repair, rehabilitation, and restoration of the City's wastewater system. Create work orders. Track and record daily work activities. Prepare and submit reports. Close work orders. Maintain and create work plan for areas to rehab. Maintain and create work lists of manholes to be changed for resurfacing. Order and control the amount of material available for manhole rehab. Assist Engineering in transferring and maintaining flow data. Research and create specifications for new equipment and vehicles. Conduct weekly safety meetings with crew and submit a report of each meeting. Sign and approve timesheets. Perform annual evaluations of construction crew. Assist in the training of new departmental personnel. Administer employee disciplinary action when required. Participate in hiring and firing of employees. Participate in "After Hours On-Call Duty" requiring working after normal working hours and holidays to resolve emergency situations.

**Supervise and operate equipment used to rehab and repair wastewater manholes (15%):** Create and plan work orders. Schedule, direct, and supervise the direction and areas to rehab and repair wastewater manholes. Perform required confined space protocols to accomplish repairs. Apply cementitious liner to interior of manhole using specialized equipment.

**Install and download flow meters and rain gauges/Maintain data for Engineering division (15%):** Work with Engineering Division in locations and accessibility for placement of flow meters. Perform confined space entries to clean and install meters. Use laptop and computer program to

download flow meter and rain gauges. Review data for possible errors, maintain and transfer data for Engineering to analyze data. Mechanically maintain and clean on a monthly basis.

**Manhole cover assessment for annual resurfacing program (15%):** Work with Construction/Inspection on list of roads for resurfacing. Inspect manhole ring/covers for defects to determine which ones to replace. Remove old ring with jack hammer, then mix and apply cement for placement of new ring. Fill in area with asphalt and tamp for proper compaction.

**Meetings/Training (5%):** Attend required meetings and trainings including taking a lead role in such meetings when required.

**Work during inclement weather (5%):** Take a lead role in the City's operations during inclement weather. May be responsible for providing supervision and direction to other departmental personnel. Operate sanders and snow plows. Clean up sidewalks.

**On-Call (5%):** Participate in after hours on-call duty as an On-call Supervisor. Requires working after normal hours and holidays to resolve emergency situations.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires fine dexterity, lifting, vision, hearing, and talking. Frequently requires standing, walking, carrying, reaching, kneeling, foot controls, and balancing. Occasionally requires handling, pushing/pulling, climbing, bending, crouching, twisting, and sitting.

**Machines, Tools, Equipment, and Work Aids:** Socket sets, pipe wrenches, screwdrivers, hammers, jack hammer, power drills, manhole hooks, cement mixers, radios, pressure washer, and generator.

**Computer Equipment and Software:** Personal computer, laptop computer, CityWorks, Microsoft Office (Word, Excel, Outlook, PowerPoint), Flo-ware, and printer.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to extreme temperature, respiratory hazards, noise and vibration, physical hazards, and wetness and/or humidity.

**Health and Safety:** Frequent exposure to mechanical hazards, and communicable diseases. Rare exposure to chemical hazards, electrical hazards, and fire hazards.

**Primary Work Location:** Office Environment, Vehicle, and Outdoors.

**Protective Equipment Required:** Hard hat, steel-toed shoes, gloves, safety vest, safety glasses, ear protection, rain suit, and rubber boots.

### **Non-Physical Demands**

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, noisy/distracting environment, time pressures, emergency situations, and frequent change of tasks. Occasionally requires irregular schedule/overtime

### **Job Requirements**

**Formal Education:** High school diploma plus six months to one year of advanced study or training in Public Works, utility work, or construction safety is required.

**Experience:** Over two years of experience in wastewater construction and video equipment are required.

**Driver's License Required:** A valid Class B South Carolina Commercial Beginner's permit is required. Once in classification, employee must obtain corresponding Class B South Carolina CDL with tanker endorsement within 4 months.

**Certifications and Other Requirements:** None.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Must be proficient in reading plans, asbuilt drawings, operating pipe lasers, performing traffic control, trenching and shoring, and confined space entry.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Must be able to estimate cost and materials for assignments.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include ReWa, Greenville Water System, gas company, and other wastewater sub-districts. Internal contacts include Police, Fire, Parks Maintenance, and divisions within Public Works.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is

responsible for supervising the positions of Wastewater Construction Technician I and Wastewater Construction Technician II.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

### **Freedom to Act and Impact of Action**

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.